

Printing selected HCFA-1500 forms from the Live Claims Feed

09/16/2024 9:43 am EDT

To print multiple HCFA 1500 forms within DrChrono, please follow the instructions listed below:

1. Navigate to the **Billing** tab and click on the **Live claims feed**.
2. Enter the date range or filter the claims for a specific patient for whom the HCFA forms are to be printed.

The screenshot displays the 'Live Claims Feed' interface. At the top, there are several filter buttons: 'Select All Offices', 'Select None', 'GRV Clinic All', 'New York Chiropractic and PT PLLC All', 'patrick lane All', 'Primary Office All', and 'Surgery All'. Below these are more filters for 'Claim Type All', 'Claim St 0 31 39 All', 'Billing St: All', 'Appt Profiles: All', and 'TFL Warning'. A search section includes 'Adjuster's name', 'Patient' (highlighted with a red box), 'Payer Name', 'Payer ID', 'drc claim #', a date range '12/07/2016 - 12/07/2017' (highlighted with a red box), and 'Clinical Note'. Action buttons include 'Open window in new tab', 'Check All', 'Clear', and 'Update Filter' (highlighted with a red box). Below the filters are buttons for 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', '+ Schedule', and 'Internal'. A status indicator shows '1 - 70 OF 70'. The main table has columns: Info, Claim ID, Patient, Date of Service, Office, Provider, Billing Provider, Billed, Allowed, Adjmt, Ins 1 Paid, Ins 2 Paid, Pt Paid, Ins Bal, Pt Bal, Claim Bal, Exp Reimbr, Ins 1, Ins 1 Status, and Ins 2. A 'Totals' row is present. The table lists several claims, with the last one marked as 'Not Submitted'.

Info	Claim ID	Patient	Date of Service	Office	Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2			
Totals:							\$3,000.00	\$2,445.65	\$554.35	\$280.00	\$110.00	\$350.00	\$1,105.65	\$600.00	\$1,705.65	\$20.00						
<input type="checkbox"/>	71643240	Arielle Mandelberg	12/07/2017 04:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			▲ Not Submitted			
<input type="checkbox"/>	71643408	Jenny (Jen) Harris	12/07/2017 03:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			▲ Not Submitted			
<input type="checkbox"/>	71643446	Jenny (Jen) Harris	12/07/2017 02:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			▲ Not Submitted			
<input type="checkbox"/>		Jenny (Jen)	12/07/2017	Test office	David														▲ Not			

The patients listed above are samples with test data.

3. Select the appointments that you would like to print an HCFA for by clicking in the box to the left of the patient's name and date of service.

Batch Status Change ▾ Export to File ▾

<input type="checkbox"/>	Info	Claim ID	Patient	Date of Service	Office
<input checked="" type="checkbox"/>		256651927	Ashlee (Demo) Smith	6/08/2023 05:45PM	Primary Office
<input type="checkbox"/>		256651928	Anthony (Demo) Hall	6/08/2023 11:45AM	Primary Office
<input checked="" type="checkbox"/>		256517351	Matthew (Demo) Brown	6/07/2023 05:45PM	Primary Office
<input checked="" type="checkbox"/>		256517350	Victoria (Demo) Kelly	6/07/2023 04:00PM	Primary Office

The patients listed above are samples with test data.

4. Click on **Export to file** and select **Print HCFA** or **Print HCFA(text)**.

- Note - Print HCFA should be used when you have plain, white paper in your printer. Print HCFA (text) should be used when you have the pre-printed HCFA paper loaded into your printer. The text option will print only the text for the appropriate boxes, without printing the box outlines themselves.

Live Claims Feed

Select All Offices Select None GRV Clinic All New York Chiropractic and PT PLLC All patrick lane All Primary Office All Surgery All

Claim Type All Claim St 0 31 39 All Billing St: All Appt Profiles: All TFL Warning

Adjuster's name

Patient Payer Name Payer ID drc claim # 12/07/2016 12/07/2017 Clinical Note

Open window in new tab

Check All Clear Update Filter

Batch Status Change Export to File Custom Export Display + Schedule Internal

1 - 70 OF 70

Info	Claim ID	Patient	Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2
Totals:					\$3,000.00	\$2,445.65	\$554.35	\$280.00	\$110.00	\$350.00	\$1,105.65	\$600.00	\$1,705.65	\$20.00			
<input type="checkbox"/>	71643240	Arielle Mandel	David Prabhakaran	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
<input type="checkbox"/>	71643408	Jenny (Jen) Harris	12/07/2017 03:30PM Test office for onpatient	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
<input type="checkbox"/>	71643446	Jenny (Jen) Harris	12/07/2017 02:30PM Test office for onpatient	David Prabhakaran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	
<input type="checkbox"/>	71643488	Jenny (Jen)	12/07/2017 Test office	David	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		▲ Not Submitted	

Feedback Support Practice Chat 3

The patients listed above are samples with test data.

5. Select the appropriate billing status (if applicable) from the drop-down menu and click on **Print**.

Print HCFA

And change billing status to

Bill Insurance ▼

- Not Changed --
- Paid In Full**
- Balance Due
- Settled
- Internal Review
- Bill Insurance
- Bill Secondary Insurance
- Worker's Comp Claim
- Auto Accident Claim
- Durable Medical Equipment Claim
- Institutional Service
- Paper bill
- Moved to collections
- Mailed paper
- Test Status
- Test status 1
- Note not completed
- Ready to bill

Print

5. The HCFA forms for the list of claims selected on the Live Claims Feed will be exported to your message center.
